

The Basics of ProQuest

Name: _____

Get Started

Open up *ProQuestPlatinum*. (GBN website >Library >Magazines and Newspapers >ProQuest Platinum)

- Notice that it says “basic search”
- Type in these keywords: teenagers death penalty
- Click Search
- Look at the results page.
- For all of the directions below, use the database’s navigation buttons. Do not use the back button provided by Internet Explorer.

Analyze and Manipulate Results

1. How many results did you get? _____

2-3. In what order are they listed? **Sort** them in a different way. What are the two ways you can **sort** items in ProQuest?

4. **Limit** by full text by clicking on “show only full text.” Now how many results are listed? _____

5. **Limit** by newspapers by clicking on the newspapers tab. How many newspapers are listed? _____

6. **Limit** to scholarly by clicking on the scholarly tab. How many results are listed? _____

7. **Limit** to magazines by clicking on the magazines tab. How magazines are listed? _____

In the magazines list, find the one titled “Did the State of Missouri Execute a Man for a Crime He Didn’t Commit?”

8. Who is the author?

9. What is the title of the magazine in which it was published?

10. Click on the **abstract** and skim it. In one word, define the word “**abstract**.”

Read the information listed below the **abstract**, where it says “Indexing (document details).” This is your cheat sheet for helping identify the source.

11. What **type of document** is this?

12. What **type of source** is it?

13. How many **words** are in it?

On the right hand side is a box that is titled “Other Available Formats.” Click on each format and explain briefly what you get with each:

14. **Full text**

15. **Full text with graphics**

16. **Pdf**

Save Paper

Click on the full text with graphics version. When you print in a database, please do not use “file -> print. Use the **print button** that the database provides. Look for that button and explain where it is below.

To save paper, you can also **email documents** to yourself. Find the “**email**” **button** and email this article to one of you. Write down what it said on the screen after you emailed it.

Be Efficient

Go back to your results list. Click on the boxes in front of these 2 articles: ““Teen Brains on Trial” and “Too Young To Die?” You have now “**Marked these items**” to save for later. Go up to the “**My Research**” tab and click on it.

Click on the link “**email** marked documents with a bibliography” and **email** these documents to the other person in your group. On the next screen, choose the format “full text or text plus graphics.” Choose the button “send email as “html.” Write down what it said on the screen after you emailed it.

Name:

Cause:

ProQuest for YOUR cause

1. List keywords you'll search below:

Directions:

- Open up ProQuest Platinum. (GBN website >Library >Magazines and Newspapers >ProQuest Platinum)
- Type in your keywords
- Click Search
- Limit by full text.
- Limit by magazines.
- Use the abstracts to pick out a few that seem relevant to your paper. Mark these as you go along
- Limit by newspapers and do the same (review abstracts and mark items)
- Go to the **My Research** tab and email the marked list to yourself.

Reflect on what you did:

1. Were you happy with the results of your search? Why or why not?

List the information for your best emailed article below:

3. Document Title

4. Publication/Periodical Title

5. Author